



EXHIBITOR'S MANUAL

UP INTERNATIONAL TRADE SHOW

2nd Edition

Date : 25 - 29 September, 2024

Venue : India Expo Centre & Mart, Greater Noida

**ULTIMATE SOURCING
BEGINS HERE**

Jointly Organized By Government of Uttar Pradesh & India Exposition Mart Ltd.

INDIA EXPO CENTRE & MART, GREATER NOIDA, UTTAR PRADESH



UP INTERNATIONAL TRADE SHOW (UPITS)

25 – 29 September 2024

Dear Exhibitors,

On behalf of the India Expo Centre and Mart, we welcome you to the 2nd UP International Trade Show (UPITS) being jointly organized by Government of Uttar Pradesh & India Expo Centre and Mart (IEMML), to be held at the India Expo Centre & Mart at Greater Noida, Delhi (NCR) from 25-29 September 2024.

This **Exhibitor's Manual** is provided with the purpose to assist your organization in preparing for your participation in the 2nd UPITS.

Please read this manual carefully and thoroughly to ensure that all relevant matters are processed properly and therefore make your participation in this edition of the above event a memorable one. Please also note the deadline dates and return Forms to the contact numbers promptly.

Should you have any queries, please contact the responsible person, whose name and contact number and email is provided in this manual for your assistance.

Thank you for your co-operation.

India Expo Centre and Mart
Greater Noida

IMPORTANT DATES TO REMEMBER

- Exhibitors Constructing their Stand – Submit request by 06 Sep 2024
- Request Form for Issuance of Construction Badges – Submit request by 06 Sep 2024
- Form For Additional Electricity Load – Submit request by 06 Sep 2024
- Form for Internet Connection – Submit request by 06 Sep 2024
- Form for Security Services at stand– Submit request by 06 Sep 2024
- Form for Housekeeping (Cleaner) Services at stand– Submit request by 06 Sep 2024
- Authority Letter for Possession of Stand - not later than 24 Sep 2024 by 12 noon
- Exhibits Move Out/ Gate Pass – Submit by 28 Sep 2024 up to 4 PM.
All Fabrication/Fabricated stall has to be dismantle and scrap disposed off till 30th Sep 2024 by 2:00 AM.



E-WAY BILL COMPLIANCE

Kindly follow the E-Way Bill System and complete all compliance, as per GST Rules, it is mandatory.

E-way Bill FAQ's

<https://docs.ewaybillgst.gov.in/html/faq.html>

GST FAQ's

<http://gstcouncil.gov.in/faq>

[GST Twitter Handle FAQs](#)

UP International Trade Show (UPITS)

25 – 29 September 2024

GENERAL INFORMATION

VENUE

India Expo Centre & Mart (IEML)
Plot No. 23 - 25 & 27 - 29, Knowledge Park II, Greater Noida
Delhi (NCR)

TRADE SHOW DATE & TIMINGS

25 - 28 September 2024 [11 AM to 8 PM]

B2B (11 AM to 3 PM) B2C (3 PM to 8 PM)

29 September 2024 B2C [11AM to 6 PM]

PREPARATION DATE

21 – 23 September 2024

[All construction to be completed by 10 PM on 23 September 2024. No construction allowed after 10 PM on 23 September 2024]

[Display to be completed on 24 September 2024 by 5 PM]

ORGANIZER

India Exposition Mart Limited
Plot No 23-25 & 27-29, Knowledge Park II,
Gautam Budh Nagar, Greater Noida 201306
Email: upits@indiaexpocentre.com, exhibition3@indiaexpocentre.com

CONTACT PERSONS

	INDIA EXPO CENTRE AND MART		
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NO CONSTRUCTION ON 23 SEPTEMBER 2024 AFTER 10 PM

PREPARE IN ADVANCE AND COMPLETE DISPLAY BY 5 PM, 24 SEPTEMBER 2024

MOVE-IN & MOVE-OUT SCHEDULE FOR DISPLAY

	Raw Space (Exhibitors constructing own stand)	Built – up Stand (IEML built up stands)
Possession of Stand	21 September 2024 [10 AM onwards]	24 September 2024 [10 am onwards]
Booth Construction	21 September 2024 [10 AM onwards] Till 23 September 2024 (10PM)	N. A.
Booth Decoration	24 September (8 AM) – 24 September 2023 (5 PM) (Imp: All booths must be fully decorated by 5 pm on 24 September 2024)	24 September (10 AM) – 24 September 2024 (5 PM) (Imp: All booths must be fully decorated by 5 pm on 24 September 2024)
NO CONSTRUCTION / CARGO MOVEMENT ON 24 SEPTEMBER 2024 AFTER 2 PM All exhibitors are requested to kindly complete their stall construction by 10 PM on 23 September 2023 and booth display by 5 PM on 24 September 2024		
Move-Out Exhibits from Halls	29 September 2024 (after 7 PM)	29 September 2024 (after 7 PM)
Termination of Booth Electricity	29 September 2024 (after 6.30 PM)	29 September 2024 (after 6.30 PM)

Important – Possession of **Raw Space** will be given to the exhibitors on 21 Sep 2024 on handing over of **Certificate to Build** which will be issued in the organizers office on receipt of **No Dues Certificate, Form I with approved booth design, Form III - Additional Electricity load and Exhibitors Undertaking on Company letterhead**

Possession of **Stand** will be given to the exhibitor from 10 AM on 24 Sep 2024 on submission of the **Authority Letter** in the Organizer Office (**as per FORM IV**). Organizer office will issue stall possession certificate which will be handed over to the Hall Manager for possession of stand. Exhibitor’s are requested to ensure that No payment is due to be paid to IEML (joint organizer) on account of the show participation as it may deny them timely possession of their show space.

Very Important – In view of the safety and security guidelines and protocols, **NO CONSTRUCTION ACTIVITY** will be allowed after 10 PM on 23 September 2024. There will be a complete security and area sanitization drill, which will not permit construction in stands after 10 PM on 23 September 2024. This will not be possible with the movement of vehicles and labour inside the halls. All exhibitors are requested to follow the above schedule and complete their construction by 10 PM on 23 September and display by 5 pm on 24 September 2024.

The trade show will open on **25 September 2024 at 11:00 AM**. The tradeshow will be **B2B from 11 AM to 3 PM & B2C from 3 PM to 8 PM from 25 September to 28 September 2024 and B2C from 11 AM to 6 PM on 29 September 2024**. The exhibitors are therefore requested to cooperate with the organizer and complete their display as per the deadline so that safety, security related protocols can be followed and arrangements for the inauguration by VVIP can be done.

ENTRY AND REMOVAL OF EXHIBITS

Entry of freight vehicles in the “**India Expo Centre & Mart**” complex will not be permitted during trade show period. However, vehicles carrying exhibits will be allowed entry till **24 September 2024 up to 2 PM** for the purpose of bringing in exhibits only, provided the possession of stand has been taken and construction completed as per given timeline. Entry and exit of freight vehicles during the built-up & dismantling period will be allowed only from the designated Gates as per the details given below:-

Hall no.	Entry Gate	Exit Gate
Hall 1-8	Gate no 9	Gate no 10
Hall 9-15	Gate no 5	Gate no 7
Hall 15A	Gate no 5	Gate no 7

For move out, all Exhibitors will be required to submit three (03) copies of **FORM V - Gate Pass** to their hall manager, who will be located at each Hall. The form V is required to be submitted by **28 September 2024** upto 4 PM. The duly stamped **Gate Pass can be collected from the respective Hall Manager/Organizer office on 29 September, 2024 from 12 noon onwards after clearance of all dues**. After conclusion of the trade show, the exhibitor shall take out their exhibits and other materials out of the halls after **7 PM on 29 September, 2024**. **The vehicles for loading the exhibits for move-out will be allowed inside IEML from 7:30 PM on 29 September, 2024**. Exhibitors may please note that **no entry or exit of freight vehicles will be allowed other than from the specified gate and specified timings**. However, the organizers may at any time change the entry/exit plan due to administrative reasons.

IMP: All vehicles carrying exhibits should display their “**HALL IDENTIFICATION STICKER**” for easy guidance to the gate. The **HALL IDENTIFICATION STICKER** will be issued by Security near Convention Centre ground (NSSTA Parking area) which will be marked with suitable signages

VISITOR'S INFORMATION

The trade show opens to Indian and Overseas buyers on 25 September 2024 to 28 September 2024 from 11 AM to 3 PM. Thereafter the trade show will be open to the public from 3 PM to 8 PM and on 29 September 2024 the trade show will be open to public from 11 AM to 6 PM. All visitors must register in advance and display/wear the **visitor badge** at all times during the show. **No visitor under 18 years age will be permitted in B2B show however it will be permitted in B2C show timings**

WHERE ARE YOU LOCATED : (BLOCK WISE LOCATION)

You have been allotted a stand. The Blocks in the different Halls are as under:-

EXHIBITION HALL & LOCATION	PRODUCT SECTIONS
Hall 1 Ground Floor – Exhibition Hall	“Large Corporates of Uttar Pradesh” Anchor Organizations: UPSIDA, UP INVEST
Hall 3 Ground Floor – Exhibition Hall	“Corporates located at Greater Noida, Yamuna Express Industrial Estate” Anchor Organizations: GNIDA, YEIDA”
Hall 5 Ground Floor – Exhibition Hall	“Start up, IT, ITES, Electronics Organizations” Anchor Organization: UPELC
Hall 7 Ground Floor – Exhibition Hall	“Tourism, State Water & Sanitation Mission, Noida Development Authority, Irrigation Department” Anchor Organizations: Department of Tourism, NDA
Hall 2 Second Floor – Exhibition Hall	“Inauguration, Plenary Sessions, Awards & Conferences, Fashion Show, B2B meetings” Anchor Organizations: Government of Uttar Pradesh & IEML
Hall 4 Second Floor – Exhibition Hall	“UP at a Glance” Various Departments of Government of Uttar Pradesh Anchor Department: MSME Department
Hall 6 Second Floor – Exhibition Hall	“Banking, Institutions, Financial Services, Higher Education, Urban Development Department” Anchor Departments: Participating Departments
Hall 8 Second Floor – Exhibition Hall	“Power & Renewable Solar Energy, Defence Manufacturing Pavilion, Civil Aviation” Anchor Departments: Participating Departments
Hall 9 Ground Floor – Exhibition Hall	“ODOP” Anchor Department: Directorate of Industries, Uttar Pradesh
Hall 10 Ground Floor – Exhibition Hall	“New Small Ventures, Women and Budding Entrepreneurs” Anchor Department: Directorate of Industries, Uttar Pradesh
Hall 11 Ground Floor – Exhibition Hall	“UPSRLM, FSDA, Health & Ayush, Hospitals” Anchor Department: Directorate of Industries, Uttar Pradesh
Hall 12 Ground Floor – Exhibition Hall	“Agriculture & Allied Industry, Dairy, Animal Husbandry, Fishery, Sugar & Cane, Horticulture & Food Processing” Anchor Department: Directorate of Industries, Uttar Pradesh
Hall 14 Ground Floor – Exhibition Hall	“Town of Export Excellence, Exporters” Anchor Organization: UP Export Promotion Council
Hall 15 Ground Floor – Exhibition Hall	“MSME, Manufacturers, Apparel, Garments, Handloom, Handicrafts & Textiles, Labour Department” Anchor Organization: UP Export Promotion Council
Hall 15A Ground Floor – Exhibition Hall	“Transport & EV, CREDAI - Real Estate, Infra & Engineering” Anchor Departments: Participating Departments
Outside Open Area In front of hall 9, 14 & 15	“UP ka Swad, Awadh ka Zayka, Brij ki Gali & Cultural Program” Anchor Organizations: Department of Tourism, Culture & IEML

EXHIBITORS BADGES (No Entry without Badges)

For Security Reasons **Exhibitor Badges** will be issued and mandatory for all exhibitors. These badges are not transferable. Exhibitor carrying such badges will only be allowed to enter the show halls. **All exhibitors are requested to display their badges at all times during the show. No entry in trade show halls will be permitted without valid badges.**

The badges will be handed over to the exhibitors at the venue. They can collect it from Organizer office/their respective Hall Manager on submission of the Authority Letter.

NOTE: The exhibitors will be issued badges as per the following break up:

SIZE OF STAND IN SQ. MTR.	9	12 -18	24 - 36	42 & above
NO. OF BADGES ADMISSIBLE	TWO	THREE	FIVE	SIX

NO WORK WILL BE ALLOWED WITHOUT CONSTRUCTION BADGES - Exhibitors may please note that labour / exhibitor’s staff not in possession of valid badges will not be allowed entry in the venue complex during the Built-up and Show days.

The Organizer will issue **Construction Badges** to all exhibitors or their representatives for entry into trade show area during the construction period from **21 September 2024**. The badges will be valid till **23 September 2024 (10 PM)**. The staff and contractors with the construction badges will be allowed to enter the show area during construction period. Kindly fill-up and submit enclosed **FORM-II** by **06 September 2024**. **The staff and contractor should be in possession of the copy of Form II already submitted by the Exhibitors to the Organizer.**

MODULAR STAND – BUILT UP STAND

A 12 sq. mtr. constructed stand will include the following:

- Three sides wall panel
- One plug socket
- One dustbin
- Floor Carpeting
- One table & two chairs
- Fascia with participants name
- 1 spotlight on every 3 sqm space

IMPORTANT – ELECTRICITY: It may please be noted that use of unauthorized **unlimited spot light / Halogen light or other equipment absorbing electricity more than the permissible limit as per the stand size is not permitted.** All exhibitors may please note **for a 9 sq. mtr. stand only 3 spotlights of 60 watts each are allowed.** Exhibitors can have additional electricity on payment basis. **Requests for additional electricity load should reach the organizer’s office on the prescribed Form III by 06 September 2024.** Any gadget which requires electricity load for 24 hours be included in the additional electricity requirement and the details of gadget with load be mentioned in the form. Please note unauthorized use of electrical loads of more than the permissible limit will be **severely penalized. Halogen are strictly prohibited. No halogen lights will be allowed.** Further, the Organizers reserves the right to disconnect the stall electricity if it is noticed that the exhibitor is drawing power more than the sanctioned load.

Alternatively, exhibitors are requested to use Smart Lights like CFL/LED to optimize their power load.

MODULAR STAND EXHIBITORS MUST ADHERE TO THE FOLLOWING POINTS:

- No additional booths fitting or display may be attached to the booths structure.
- No tapes, nails or fixtures of any kind are allowed to be affixed to the partitions, floor or ceiling. Exhibitors are liable to any damage caused to their booth fixtures and fitting at the fair.

- **No freestanding fitment may exceed a height of 8 ft / 2.50 mtr. or extend beyond the boundaries of the booth allocated. This excludes exhibits, name fascia, advertising material and company logo where the maximum height permitted is 10 ft/3 metres .**
- All exhibitors stand materials and the like shall be removed immediately after the closing of the show according to arrangements and within the time limit specified by the Organizers. **Any exhibits or stand material left behind at the trade show venue shall be deemed abandoned. Exhibitors are responsible for the expenses incurred for disposing of all such items.**
- Installation of electrical equipment's, including lighting fixtures must adhere to the Electrical Regulations. Exhibitors are advised to make use of branded electrical fittings and graded equipment only.

HOW TO GET DISPLAY AIDS

Display aids such as Shelves, Glass Show Cases, Soft Boards, Display Counters, Coat Racks, Podiums, and Mesh Panels etc. will have to be arranged by the exhibitors on their own. Please note the attachments should match with the Prefabricated Powder Coated Octanorm system. **A list of agencies is enclosed** in second last page of the manual.

ARE YOU CONSTRUCTING YOUR OWN STAND (BARE SPACE SITES- Architectural / Design Guidelines)

In order to make your stand more attractive and harmonious with the overall hall design and décor, the following **Design Guidelines** have been formed to help your designer/decorator to conceive best possible design of your stand within the design parameters which needs to be followed by all concerned.

Maximum Permissible Height of Stands (Including Fascia)

- Exhibitors in Hall 1 - 8 = 10 ft.
(PI submit booth design and technical drawings of booth duly certified by structural engineer for structure safety and stability. Construction of mezzanine floor not permitted)
- Exhibitors in Hall 9 -15 = 15 ft.
(Mezzanine floor in two levels is permitted provided the technical design of booth duly signed by the structural engineer for structural safety and stability submitted is approved by the organizer)
- Exhibitors in Hall 15A = 10-12 ft.
(PI submit booth design and technical drawings of booth duly certified by structural engineer for structure safety and stability. Construction of mezzanine floor not permitted)

Exhibitors are requested to please bring in **pre-fabricated structures** if constructing their own booths / stand to ensure all construction is completed by 10 PM on 23 September 2024 and display is completed by the deadline i.e. by 5 PM on 24 September 2024.

General Guidelines for all Exhibitors

(Very important: All exhibitors must read and follow strictly)

Exhibitors can appoint any qualified contractors for their booth designing and construction; they are free to choose either from the listed companies given on page no. 29 or any such contractor of their own choice. However, they have to ensure that their appointed contractor is registered with the organizers latest by **5 September 2024**. They also have to intimate to the organizers in the prescribed **Form I** about the details and authority given by them to such booth construction company. Please note, exhibitors will be directly liable for the conduct and actions of their appointed contractor. They have to compulsorily get designs of their proposed booth approved from the organizers before the due date **06 September 2024**.

Following formalities must be completed by each exhibitor

- Fill and submit duly signed prescribed **Form I** along with **Booth Design**.
- Copy of GST Certificate of the booth Construction Company must be submitted along with the above form.
- Submit the Booth Design with Elevation Plan & Electrical Layout for approval by 06 September 2024.
- Submit duly signed exhibitor undertaking on your letterhead as per **Form IV**
- Only the Contractors registered with the organizers by the exhibitors will be allowed to undertake booth construction at the venue.
- All booth designs whether to be constructed inside a Modular Booth or Raw Space must be certified by Structural Engineer and be submitted to the organizers **for approval** either directly by the exhibitors or by their registered contractor latest **by 06 September 2024**.
- All contractors must obtain a **Certificate to Build** from the organizers before they can start construction or booth display work at the venue. This certificate will be issued at **Organizers office** only on receipt of: **[1] No Dues Certificate [2] Approved booth design copy [3] Additional Electricity load requirement form** and **Exhibitor's Undertaking on Company Letterhead**
- All workmen and Team members of the Booth Designer and Contractors must wear **Construction Badges** without which they will not be permitted to work at the premises. **Construction badges will be issued at Organizers office on submission of Form II.**
- While planning and constructing your booth, respect your neighboring booths which have a common wall to yours. Do not create structures and designs which obstruct your neighboring booths. Ensure that the backsides of your walls are properly finished and do not spoil the view or design of the other booths. **All exhibitors constructing their booths may please note, Back-to-Back Finish & Paint of walls is the responsibility of the exhibitor of booth.**
- Ensure that during the onsite construction activity of your Booth, Aisles, Common Areas and Neighboring Booths are not encroached upon and are kept completely free.
- Organizers support and **promote environmental and eco-friendly construction activities** to minimize air and noise pollution. Hence, **basic carpentry, painting and polish work is not allowed on site. All components of the booth must be produced in contractor's workshop.** Only such prefabricated modular components are allowed to be assembled and finished at the venue to minimize carpentry. **Excessive carpentry work causing major inconvenience to other exhibitors on site will not be allowed by the organizers.**
- **All booth walls, furniture, lights, exhibits, merchandise and fittings etc. should be free standing or mounted on the booth walls. No. drilling or construction work on the hall floor is permitted.** Any such damage, if caused, will be recovered from the exhibitor along with penalties.

- During booth construction activities, all your material should be kept in the designated area of your own booth. Walking aisles should be left free. Safety should be your foremost concern at all times.

Most Important:- All exhibitors constructing their own booths must have the designs/plans duly certified by a **Structural Engineer for structural safety and stability**. The Copy of the same be submitted to Organizers by **06 September 2024 for approval**. Any modifications to the approved booth design must be submitted for approval again. Booth installation not complying with the most recent plan received and approved will not be permitted.

FIRE, SAFETY PRECAUTIONS & SPECIAL INSTRUCTIONS FOR EXHIBITOR'S CONSTRUCTING OWN BOOTHS - [TO BE FOLLOWED BY ALL]

- Exhibitors are permitted to construct their own booth under the supervision & guidance of a Structural Engineer. All exhibitors constructing their own booths must have the designs/plans duly certified by approved Structural Engineer for safety and stability. The same should be approved by the organizers
- The Organizer reserves the right to obtain a copy at any given time during the expo for information and record. **(KINDLY USE ENCLOSED FORM I and submit by 06 September 2024)**.
- The Organizer reserves the right to stop construction if it is noticed that the construction is not safe and stable. It is the sole responsibility of the exhibitor to ensure that the construction is safe and the guidelines are followed.
- Exhibitors are requested to submit the details of their Contractor/Agency as per the enclosed format within the specified deadline for issuing contractor badges. **Kindly fill up and submit enclosed Form-II by 06 September 2024 for issuance of Construction Badges.**
- The Organizer will not be responsible for any delay on account of non-submission/late submission of the required information by the exhibitor.
- No display, construction or projection of construction element shall be permitted in the passages.
- Constructions of stands must be confined within the allotted area and should not project into or over the stands or gangways.
- Exhibitors are requested to kindly contact their hall manager for taking possession of exact location of their space within the hall before commencing construction of their stall.
- Exhibitors opting for bare space are advised to bring pre-fabricated stands to avoid any delay in erection of their booth or damage to the venue property.
- **Use of inflammable material like dry grass/straw, bamboo sticks, jute, synthetic fabric, wallpaper or fabric/flex masking, surgical cotton, wood chips & wooden scraps will be strictly prohibited.**
- **Electricity is not included in the Raw Space package. Exhibitors who have booked raw space need to order Electricity (KINDLY USE FORM III and submit by 06 September 2024). The load**

will be provided on orders of hall managers at site/allotted space on production of electric load sanction, given by organizer at the organizer office along with the Certificate to Build.

- Access to electric meters/main distribution boards, public conveniences and emergency exits shall be left clear during construction and display.
- Exhibitors opting for bare space from shell scheme will not be entitled to any refunds on their stand rent, any additional items or services etc. in lieu of the above during the Show.
- Only the agencies empanelled and authorized by the Organizer (as per list enclosed) or the agency registered by the exhibitor by **05 September 2024** will be allowed to work inside the show halls.
- **Empty boxes, cartons and other packaging materials shall not be kept in the halls as the same pose serious fire hazard.**

- **Electrical works in the stands MUST be entrusted to licensed electrical contractors and use of ISI Certified & Fire Insurance approved material shall be mandatory.**
- **The electrical engineers of IEML shall provide connections from the tapping point of main power line to each constructed and electrical fitted stand.**
- **Fire Precaution: For all construction with wooden material involved, raw space contractors are required to place one functional fire extinguisher at a conspicuous spot within the assigned area during the construction period including the day of dismantling & show days for safety reason.**
- **Exhibitors are advised to monitor the jobs executed by their contractors and ensure only Fire Insurance Approved branded wires and fittings are used. Electrical fire is a constant threat due to use of poor-quality material and unauthorized tapping of electricity in the bare/raw space booths.**
- **In case of any untoward incident on account of negligence on part of the exhibitor or the contractor engaged by the exhibitor due to above matter – the exhibitor will be solely responsible for the loss including the loss caused to the property of the Organizer, Venue, Exhibitors & Contractor.**

All Exhibitors constructing their own booths are required to install fire extinguishers during the construction & show period including the period of dismantling. In case, the exhibitor's fail to do the same, the Organizer will install and charges shall be billed to the exhibitor.

The organizer reserves the right to close the stall if the above guidelines are not followed by the exhibitor/contractor.

DISTRIBUTION OF PROMOTIONAL LITERATURE

Promotional materials such as product catalogues and brochures can only be distributed by the exhibitors within their booths. Exhibitors may please note that distribution of promotional

literature in passages, common area, lounge or restaurant or in the trade show ground (other than their stand) is strictly prohibited. Organizers have the right to confiscate such promotional literature.

POSSESSION OF STAND - AUTHORITY LETTER

Possession of the stand will be given to the exhibitors subject to receipt of full payment and clearing all dues whatsoever that may accrue before taking possession of their stand and on submission of Authority letter as per the Performa enclosed i.e., **FORM-IV**. Stands are to be vacated on the same day of the conclusion of the show. **Please keep the details of all the payments for the satisfaction of organizer/ hall incharge and present it on demand.**

EXHIBITS DISPLAY DEAD LINE

All exhibitors are requested to complete display of exhibits at their stands strictly by 5 PM on 24 September 2024.

The final cleaning, Sanitization & Security checking process of Halls will start at 5 PM on 24 September 2024.

STORAGE OF EMPTY BOXES

Empty boxes should be kept in the dedicated storage area. Empty boxes will not be allowed to be kept anywhere in the show area. These will have to be removed before 5 PM on 24 September 2024, failing which, organizers shall have the right to confiscate these boxes and impose dumping charges for the material.

OBSTRUCTION OF PASSAGE/ OUTSIDE STAND AREA / GANGWAYS

No stand should be left unattended during show timings. Activity, which in the opinion of the organizers amounts to nuisance, will not be allowed. Exhibits must not obstruct the passages. Organizers shall have the right to take remedial action in such cases.

Exhibitors are advised to display exhibits only with-in the area of their stand. Obstruction of passages or exhibits display outside of stand will not be allowed. The organizers have the right to confiscate the exhibits kept outside the stands.

MANNING THE STAND

- Exhibitors should keep their stands in an orderly manner.
- Empty boxes should be kept in the appropriate storage area.
- Exhibits should be displayed in a professional manner compatible with the image of the fair.
- All exhibitors are required to remove the night sheets/curtains from their stands by 10:45 AM, failing which, the organizers shall have the right to remove the curtains/night sheets.
- Stands must be manned by knowledgeable staff at all times during the trade show period. Exhibitors should not vacate their stands before the official move out time on the last day of the show unless special permission has been given by the organizers.

GENERAL BEHAVIOUR

- Exhibitors should always behave in a courteous and business-like manner throughout the trade show. They must pay due respect to visitors and other exhibitors.
- Exhibitors should welcome all visitors to their stands. Under no-circumstances should they act in a discriminatory way or prevent certain visitors from approaching their stands.
- **Badges issued are not transferable and should be worn on at all times for security reasons.**

RIGHT TO PRIVACY

Exhibitors are expected to respect the right of all other exhibitors. They are prohibited from entering other exhibitors' booths unless they are being invited.

NO SMOKING ZONES (Entire Show Area is Non-Smoking Zone)

The stands are being erected in prefab systems within a covered structure and will have limited air circulation facility. As such it is advised to refrain from smoking in the covered areas.

You may also advise the same to visitors and your buyers.

WARNING

No person under any circumstances shall cut into or through any floor covering or wall, nor alter any structure of the hall. Any such damage to the hall will be recovered from the exhibitor.

SPEND 10 MINUTES IN THE EVENING AND RELAX THE NEXT MORNING

Exhibitors are advised to spend at least 10 minutes in the evening to clean their stands. You can take out all waste paper and brush the floor covering. Your 10 minutes in the evening will save you from dust the next morning and you can also come relaxed the next morning. Cleaning of show halls will commence at 8:30 PM daily during event days. Exhibitors may please note, waste basket be kept in gangways so that waste basket may be cleared. Cleaner will not enter inside the stands. If garbage etc. is found after 8:30 PM inside the stand, the exhibitors will have to get it cleaned the next morning under his own arrangements.

HALL/BOOTH CLEANING

The Organizers will be responsible for the general cleaning of the show halls and gangways only. Exhibitors must clean their booths and put their rubbish in front of their booths after the show time before 8:30 PM daily to be picked up by the cleaners.

CLEANING FOR STAND

Exhibitors desirous of having dedicated cleaning services for their stand, the requirement of same should be sent on **Form VIII latest by 06 September 2024 (KINDLY USE FORM VIII)**

SECURITY

Participants will be responsible for security of their exhibits and stand. Organizers will make general security arrangements during the show days. Halls will be sealed daily at 10 PM & no person will be allowed to stay in show halls between 10 PM to 10 AM. Entry to trade show area for exhibitors will be opened daily at 10 AM. Every care will be taken for security of halls.

However, organizers do not take any responsibility for theft, loss, stealing, pilferage etc. and goods are to be kept at owner's risk.

SECURITY FOR STAND

Exhibitors, desirous of having security services for their stand, the requirement of same should be sent on **Form VII** latest by 06 September 2024 (**KINDLY USE FORM VII**)

SHARING OR SUBLETTING OF BOOTHS

Space for booth/booth will be allocated to exhibitors/companies by name of organization and sharing or sub-letting will not be allowed under any circumstances. If it is found that the trade show space is not being used by the original allottee and has been sublet to another company, the booth shall be immediately sealed and the companies in question shall be debarred from all future participations in UPITS or any other fair/expo being organized by IEML.

INTERNET SERVICES FOR STAND

Exhibitors desirous of having internet services, the requirement of same should be sent on **Form VI** latest by **06 September 2024**

INVITING YOUR CUSTOMERS

The Organizer do put various efforts to ensure presence of high quality trade visitors at UPITS. Exhibitors may, however, wish to invite their current and potential customers to their booth, to showcase innovations and latest product range. For this purpose, the organizer will provide special Invitation card to the exhibitors. The exhibitors can send these invitations to their important customers immediately on receipt. Please forward your request for the required invitations on or before 22 September on visitors@upinternationaltradeshow.com

Please also inform and encourage your customer to pre-register online free of charge with the following link <http://upits.com/e-visitor-form/> to save their time, since there will be separate queues for pre-registered visitors, where they will be able to print their badge quickly.

Please note that only trade visitors invited by the exhibitors and organizer who have pre-registered online or having invitation card or holding valid identity for on spot registration will be allowed entry in UPITS.

SERVICES

RESTAURANT

Multi Cuisine Restaurant & Food Court and Snack/Coffee Counters will be operated during the trade fair at the venue. UP ka Swad, Awadh ka Zayka & Brij ki Gali will also be operational during the trade fair showing the taste and flavor of Uttar Pradesh cuisine.

BUSINESS CENTER

Business Center with the following services like FAX, PHOTOCOPIES, & STD/ISD TELEPHONE will be located in Central Function Building of IEML.

MEDICAL AID

A medical aid center with first aid facilities will be operated during the trade show at Central Function Building and near Hall 9 round the clock during the set up and during trade show hours.

STAND ATTENDANTS

Exhibitors can hire stand attendants & hostesses from the agencies given in the enclosed list on last page of manual.

TRANSPORT / FREE SHUTTLE SERVICE

The Organizer will operate **Free Shuttle** Service from the listed hotels and designated pick – up points from Delhi. For further details, exhibitors may contact Mr. Mahesh Chaudhary at 0120-2328011-20 (ext. 2004) / +91-9717790588 or email at hr1@indiaexpocentre.com. You may also visit the UPITS website www.upinternationaltradeshow.com for the Free Transport /Shuttle Bus Schedule (pick-up points) for the show.

HOTEL ACCOMMODATION

Exhibitors may call Mr . Kushal on 9871121212 or email at hotels@epch.com or visit www.upinternationaltradeshow.com for the list of hotels offering preferential rates for the UPITS 2024.

DORMITORY

For Dormitory, exhibitors may call Ms. Garima Goel on 9319199564 ,
Email: exhibition7@indiaexpocentre.com

PUBLIC ADDRESS SYSTEMS (ANNOUNCEMENTS ON PA SYSTEM)

The public address system is for use by the organizers for official announcements only. It is not available to exhibitors for publicity purposes or for individual messages.

PHOTOGRAPHY & VIDEO SHOOTING

No photo taking, sound recording or video shooting will be allowed in the trade show venue, unless approved by the organizers in writing in advance. However the organizers & their approved photographer have the right to take photographs of any stand or Exhibits for their official and media use.

CAR PARKING

Exhibitors Car may be parked at owners risk in the designated parking areas near the venue or at NSSTA (Convention Centre Parking) managed by organizer free of charge subject to availability of parking space on first come first park basis.

VIOLATION OF GENERAL EXHIBITOR RULES

In case any exhibitor is violating any of the exhibitor’s rules as stated in the “Application Form” submitted for participation in the show or is non-cooperative, the organizers shall have the right to close down the stand of the participant immediately.

UNFORSEEN OCCURRENCES

In the event of any occurrence unforeseen in these rules and regulations, the decision of the organizers would be final and binding on all exhibitors.

KNOW YOUR HALL MANAGERS

In case you require any information pertaining to your participation, please contact your hall manager by quoting your Stand Number. **In case of telephonic enquiry, please provide stand number & reference no. (both) quoted on your Allotment letter.**

Hall No.	Name	Mobile No.	Email Id
1	Mr. Vardan Sinha	+91 9415311111	vardan@upinternationaltradeshow.com
2	Mr. Prashant Mishra	+91 9717790543	engineering1@indiaexpocentre.com
3	Mr. Neeraj Rawat Mr. Yuvnesh	+91 9313554777 +91 7428745244	admin1@indiaexpocentre.com
4	Mr. Sumit Sharma	+91 9350013305	commercial1@indiaexpocentre.com
5	Mr. Shriniwas Sharma	+91 9311708567	exhibition20@indiaexpocentre.com
6	Ms. Sneha Vikal	+91 7428235785	exhibition10@indiaexpocentre.com
7	Mr. Rahul Kr. Solanki	+91 9599063859	marketing1@indiaexpocentre.com
8	Mr. Gagan Kumar	+91 8130073178	springfairdelhi@indiaexpocentre.com
9	Mr. Abhishek Shahi	+91 9319993261	operations@upinternationaltradeshow.com
	Mr. Devender Nagar	+91 9560897771	floormanager2@indiaexpocentre.com
10	Ms. Madhuri Khurana	+91 9717790661	marketing.coordinator@indiaexpocentre.com
	Mr. Shariq	+91 9717700452	shariq.ali@expobazaar.com
11	Mr. Prateek Gupta	+91 9953820741	exhibition19@indiaexpocentre.com
	Mr. Dev Dershan Rawat	+91 9311054923	dba3@indiaexpocentre.com
12	Mr. R K Jha	+91 9311708367	exhibition4@indiaexpocentre.com
14	Mr. Sanket Tomar	+91 9560897770	floormanager1@indiaexpocentre.com
15	Mr. Ayush Sharma	+91 9717739258	engineering@indiaexpocentre.com
15A	Mr. Bhanu Jindal	+91 9319199566	exhibition9@indiaexpocentre.com
Banquet Hall	Mr. Wasim	+91 9311098450	waterdivision1@indiaexpocentre.com

~~~~~  
For suggestions, kindly address your letter(s) to :-

**Mr Sudeep Sarcar**

CEO, IEML

"23-25 & 27-29, Knowledge Park-II,

Greater Noida, Gautam Budh Nagar, Uttar Pradesh 201306.

Email: ceo@indiaexpocentre.com

#### DO's

- Please place a fire-extinguisher in your booth at all times if you are constructing your own booth.
- Please display your Badges at all times during the show.
- Please clean your stand in the evening by soft floor cleaning brush to avoid dust in the morning.
- Please leave the waste bin outside your stand before 8:30 PM.
- Please keep sufficient number of business cards, catalogues, file holder, stapler, carbon papers and your documents like Performa invoice / order books etc.
- Please reach by at least 10 AM at the entrance gate because screening at entry point for the exhibitors may take some time to clear you to enter trade show halls. Kindly keep your exhibitor badges ready. Please co-operate with the security on duty.
- We request you to advise your junior staff to wear dresses presentable in the business environment.
- Please open your stands and remove all the curtains latest by 10:45 AM failing which, the Organizers reserves the right to remove the curtains of the booth.

#### DON'TS

- Please do not use inflammable material like dry grass/straw, bamboo sticks, jute, synthetic fabric, wall paper or fabric/flex masking, surgical cotton, wood chips & wooden scraps.
- Avoid lighting of candles / agarbatti / dhoop or any other inflammable articles.
- **Please do not allow your contractor to use poor quality electrical wirings and fittings, they are serious fire hazard.**
- Please don't leave the stand unattended at any time or during lunch.
- Please don't leave your valuables, mobiles, laptops etc unattended at anytime.
- Please don't keep any articles on the main bay / gang ways.
- Please don't hang articles on the outer portion of your stand.
- Don't alter name fascia board. (Even if your name is spelt out wrongly, please inform the Hall Manager).
- Please don't load shelves heavily these can fall off.
- Please don't keep empty cartons, helmets, suitcases etc. in the stand.
- Please don't push the structure.

**Wish you a grand success during "UPITS - 2024"**

## INDEX OF FORMS

| Ser. | Form No.    | Purpose                                                                             | Submission Deadline                                                                                                                  |
|------|-------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| 1.   | Form – I    | Exhibitors with Bare Space / Own Construction of Stand                              | <b>06 September 2024</b><br><i>[IEML reserves the right to obtain a copy of the design on site.]</i>                                 |
| 2.   | Form – II   | Form for Issuance of Construction Badges for Bare Space / Own Construction of Stand | <b>06 September 2024</b>                                                                                                             |
| 3.   | Form – III  | Form For Additional Electricity / Power Load                                        | <b>06 September 2024</b>                                                                                                             |
| 4.   | Form – IV   | Authority Letter for Possession of Stand                                            | <i>To be handed over to your Hall Manager before taking possession of your stand but not later than 12 noon on 24 September 2024</i> |
| 5.   | Form – V    | Exhibits Move Out Gate Pass                                                         | <b>On or before 28 September 2024 (4pm)</b>                                                                                          |
| 7.   | Form – VI   | Exhibitors Internet Services                                                        | <b>On or before 06 September 2024</b>                                                                                                |
| 8.   | Form – VII  | Security Services for Exhibitors Stand                                              | <b>On or before 06 September 2024</b>                                                                                                |
| 9.   | Form – VIII | Cleaning Services for Exhibitors Stand                                              | <b>On or before 06 September 2024</b>                                                                                                |
| 10   |             | List of Empaneled Stand Construction/Window Dressing Agencies                       |                                                                                                                                      |
| 11   |             | List of Empaneled Suppliers of Display Aids                                         |                                                                                                                                      |
| 12.  |             | List of Empaneled Agencies for Girl Guides & Hostesses & Interpreters               |                                                                                                                                      |

Deadline – 06 September 2024

**FORM I**

**UP International Trade Show 2024**

25 – 29 September 2024,

India Expo Centre & Mart, Greater Noida

**EXHIBITORS CONSTRUCTING OWN STANDS/RAW SPACE**

Return to:

**India Exposition Mart Limited**

Plot No 23-25 & 27-29, Knowledge Park II  
Greater Noida, Gautam Budh Nagar  
Uttar Pradesh – 201306.

Fax: +120-2328010

**(PL. EMAIL TO YOUR HALL MANAGER-  
DETAILS ON PAGE 17)**

Sir,

We are constructing our own stand. Our request for bare space & architect / contractor is enclosed herewith for your information & records.

Exhibitor: \_\_\_\_\_ Stand & Hall No: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax : \_\_\_\_\_

Stand Contractor / Architect: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Please Note

- Please submit drawings duly certified by Structural Engineer (elevations, layout plan and perspective) with dimensions, illustrating the design of your stand for the trade show before given date along with the form. Pl keep 2 (two) sets of drawings approved by organizer with dimensions, illustrating the design of your stand. The Organizers reserves the right to check the same at any time during the show.
- Both the exhibitor & contractor must abide by all rules and regulations of the organizers.

Declaration-

***We confirm that we have read, understood and agree to comply with and to be bound by the Terms & Conditions***

AUTHORISED SIGNATORY \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE & STAMP \_\_\_\_\_



**FORM- II**

**Deadline – 06 September 2024**

**FORM II**

**UP International Trade Show 2024**

**25 – 29 September 2024,**

**India Expo Centre & Mart, Greater Noida**

***REQUEST FORM FOR ISSUANCE OF CONTRACTOR BADGES  
FOR BARE SPACE / OWN CONSTRUCTION OF STAND***

Return to:

**India Exposition Mart Limited**

Plot No 23-25 & 27-29, Knowledge Park II  
Greater Noida, Gautam Budh Nagar  
Uttar Pradesh – 201306.

Fax: +120-2328010

***(PL. EMAIL TO YOUR HALL MANAGER-  
DETAILS ON PAGE 17)***

**Only the Contractor/Agency who presents this form can collect the Contractor Badges by the number of workers. (Please fill out this form and send it to organizer and your contractor for collecting badges during the construction period ).**

**Exhibitor: \_\_\_\_\_ Stand & hall No. \_\_\_\_\_**

***We have appointed the following agency for stand construction:-***

Stand Contractor / Architect: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position \_\_\_\_\_

Address: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

The above person will collect \_\_\_\_\_ (number) of Contractor Badges on my behalf.

**Declaration:-**

***We confirm that we have read, understood and agree to comply with and to be bound by the Terms & Conditions***

AUTHORISED

SIGNATORY \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE & STAMP \_\_\_\_\_



**Important: - Please retain a copy of this Form for your records.**

**Deadline – 06 September 2024**

**FORM III**

**UP International Trade Show 2024**

**25 – 29 September 2024,**

**India Expo Centre & Mart, Greater Noida**

**FORM FOR REQUIREMENT OF ADDITIONAL ELECTRICITY/POWER LOAD**

Return to:

**India Exposition Mart Limited**

Plot No 23-25 & 27-29, Knowledge Park II

Greater Noida, Gautam Budh Nagar

Uttar Pradesh – 201306.

Fax: +120-2328010

**(PL. EMAIL TO YOUR HALL MANAGER-  
DETAILS ON PAGE 17)**

POWER LOAD REQUIRED - \_\_\_\_\_ kw @ Rs. 2250/- + 18 % GST – Total Dues Rs. \_\_\_\_\_

**(Any gadget requiring 24 hours electric load to be included in power load requirement and the numbers intimated to organizer while taking possession)**

**PAYMENT DETAILS:**

Demand Draft no. \_\_\_\_\_ for Rs. \_\_\_\_\_ (Rs. \_\_\_\_\_

\_\_\_\_\_ ) Banker \_\_\_\_\_

Terms & Conditions: -

THE ORGANIZERS WILL ONLY PROVIDE 4 SPOT LIGHTS & ONE PLUG SOCKET (5/15 AMP) IN A 12 SQ. MT. BOOTH SHELL SCHEME (ADDITIONAL POWER REQUIREMENT IS TO BE DEMANDED)

**ELECTRICITY NOT INCLUDED IN RAW (BARE) SPACE PACKAGE. EXHIBITOR IS REQUIRED TO DEMAND THE SAME**

EXHIBITORS REQUIRING ELECTRICITY / POWER LOAD, THE CHARGES FOR THE SAME ARE RS. 2250/- PER KW. THE REQUEST CAN BE SUBMITTED AS PER THE ABOVE FORMAT ALONG WITH REQUISITE FEE TO BE PAID BY WAY OF A DEMAND DRAFT / PAY ORDER DRAWN IN FAVOUR OF THE “INDIA EXPOSITION MART LIMITED”.

**IMPORTANT: - REQUESTS RECEIVED WITHOUT PAYMENT OR AFTER THE PRESCRIBED DATE WILL NOT BE ENTERTAINED. FURTHER, PAYMENT FOR ELECTRICITY LOAD ONCE DEPOSITED WILL NOT BE REFUNDED.**

Declaration: -

**We confirm that we have read, understood and agree to comply with and to be bound by the Terms & Conditions**

EXHIBITOR \_\_\_\_\_

STAND NO. \_\_\_\_\_ HALL NO. \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ DATE \_\_\_\_\_

TEL \_\_\_\_\_ SIGNATURE & STAMP \_\_\_\_\_

**Important: - Please retain a copy of this Form for your records.**

**FORM IV**

**UP International Trade Show 2024**

**25 – 29 September 2024,**

**India Expo Centre & Mart, Greater Noida**

**(AUTHORITY LETTER)**

(To be typed on company letterhead and to be submitted at the time of taking possession of your stand but not later than 24 September 2024 by 12 noon at the show ground)

To  
The Deputy General Manager  
C/o India Expo Centre & Mart  
Greater Noida, Gautam Budh Nagar  
Uttar Pradesh

Stand No. \_\_\_\_\_/Hall No. \_\_\_\_\_  
Hall Manager \_\_\_\_\_

NAME OF THE ORGANIZATION: \_\_\_\_\_

ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE : \_\_\_\_\_

E-MAIL : \_\_\_\_\_

CONTACT EXECUTIVE : \_\_\_\_\_

STAND NUMBER : \_\_\_\_\_

**We are enclosing a copy of our stand allotment letter and confirm that payment for stand charges in full has already been made.**

Signature.....

Date.....

Name.....

Designation.....

Stamp.....

---

**FORM V**

**UP International Trade Show 2024**

**25 – 29 September 2024,  
India Expo Centre & Mart, Greater Noida**

**EXHIBITS MOVE OUT**

**GATE PASS**

(To be typed on company letterhead and be submitted in triplicate (3 copies) on or before  
4 PM of 28 September 2024 at Organizer office in trade show )

(kindly attach 3 copies of an invoice/packing list of items to be transported out along with this gate pass)

To  
Deputy General Manager  
C/o India Expo Centre & Mart  
Greater Noida, Gautam Budh Nagar  
Uttar Pradesh

Stand No: \_\_\_\_\_  
Hall No : \_\_\_\_\_

**Subject : UP International Trade Show 2024 [25 – 29 September 2023]  
India Expo Centre & Mart, Greater Noida**

Dear Sir,

Kindly permit us to transport the display items as mentioned in the enclosed proforma invoice/packing list, out of trade show area after the close of UPITS and oblige.

We hereby declare that the items mentioned below were displayed at the above stand and are the sole property of M/s. \_\_\_\_\_ and in no case belong to the organizers.

Thanking you,

Authorized signatory \_\_\_\_\_

Designation \_\_\_\_\_

---

**Ser. No.**

**Details of Invoice / Packing list**

---

*IEML Authorized signatory/Hall Manager*



**FORM VI**

**UP International Trade Show 2024**

25 – 29 September 2024,

India Expo Centre & Mart, Greater Noida

**FORM FOR REQUIREMENT OF INTERNET FOR EXHIBITORS**

To

Charan Singh (Sr. Manager – IT)

Mobile No. +91-9289137552

Email: it1@indiaexpocentre.com

Phone: +91 120 2328011/20 (Extn 2018)

Fax: +91 120 2328010

India Exposition Mart Limited is the authorised official IT Service Provider for UP International Trade Show 2024.

This Form is applicable only for the Exhibitors and not any other parties working directly or indirectly, with or on behalf of exhibitors.

**WLAN/LAN – Wireless/Wired Managed IT Services Tariff for Entire Duration & Day Wise for the Event)**

| Service Item                                                                                                                      | Installation & Consumption charges<br>A | Qty<br>B | Amount<br>(A x B) |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|----------|-------------------|
| Wi-Fi Connection Per voucher speed up to 2 Mbps<br>(1 Wi-Fi Voucher 2 Device can be connected at a time<br>for entire event days) | 1,100                                   |          |                   |
| 1 Mbps Dedicated Internet Wired Connection (Per port)<br>Rate / Per Day + Taxes as applicable                                     | 2,400                                   |          |                   |
| 4 Mbps Dedicated Internet Wired Connection (Per port)<br>Rate / Per Day + Taxes as applicable                                     | 6,000                                   |          |                   |
| 8 Mbps Dedicated Internet Wired Connection (Per port)<br>Rate / Per Day + Taxes as applicable                                     | 8,400                                   |          |                   |
| 16 Mbps Dedicated Internet Wired Connection (Per port)<br>Rate / Per Day + Taxes as applicable                                    | 14,400                                  |          |                   |
| 20 Mbps Dedicated Internet Wired Connection (Per port)<br>Rate / Per Day + Taxes as applicable                                    | 16,800                                  |          |                   |
| 25 Mbps Dedicated Internet Wired Connection (Per port)<br>Rate / Per Day + Taxes as applicable                                    | 22,800                                  |          |                   |
| <b>Sub Total</b>                                                                                                                  |                                         |          |                   |
| GST – 18%                                                                                                                         |                                         |          |                   |
| <b>Total</b>                                                                                                                      |                                         |          |                   |

**Terms & Conditions:**

- Issued voucher is non-refundable and non-exchangeable.
- In accordance with policies of Govt. of India / TRAI / DOT, IEML shall carry out periodic inspections/request for documents pertaining to usage to ensure that there is no misuse of circuit.
- The above charges do not include the internal networking wiring at stall. (We are liable only to give wired connectivity drop at a single point)
- Wi-Fi Services may not be accessible at certain spots or at certain point of time within the premises due to the atmospheric and radio interference and any technical limitations applicable to our equipment or your equipment.

**Mandatory KYC Documents (Required by DOT, in absence service will not be commissioned)**

1. MOA of the company or Certificate of Incorporation,
2. Company PAN Card
3. Billing Address Proof
4. ID Proof of Signing Authority
5. GST Detail

**Payment Term:**

Order Form shall be valid/entertained only when the same be accompanied with full remittance, in favour of India Exposition Mart Limited Payable at Greater Noida, For IMPS/NEFT/RTGS/ Demand Draft/ Cheque bank details is as follows: -

|                         |                                                                                                         |
|-------------------------|---------------------------------------------------------------------------------------------------------|
| Bank Account Number     | 13400200026760                                                                                          |
| Name of Bank            | FEDERAL BANK                                                                                            |
| Bank Branch and Address | FEDERAL TOWERS, H-362, SHOPPING COMPLEX, SECTOR 22, NOIDA, GAUTAM BUDDHA NAGAR - 201 301, UTTAR PRADESH |
| RTGS/IFSC code          | FDRL0001340                                                                                             |

**Order Form:**

Name of the Organization: \_\_\_\_\_

Address: \_\_\_\_\_

City & Code: \_\_\_\_\_ Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

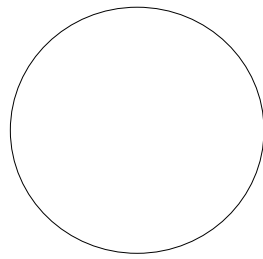
No. of Port of Voucher Requirement: \_\_\_\_\_ No. of. Public IP ) if Any \_\_\_\_\_

No. of Port or Voucher Required: \_\_\_\_\_ No. Of Public IP (If Any): \_\_\_\_\_

Duration: \_\_\_\_\_

Hall No.: \_\_\_\_\_ Stall No.: \_\_\_\_\_

Signature \_\_\_\_\_ Company Stamp: \_\_\_\_\_



***Important: - Please retain a copy of this Form for your records.***

**FORM VII**

**UP International Trade Show 2024**

25 – 29 September 2024,

India Expo Centre & Mart, Greater Noida

**SECURITY SERVICES REQUIRED FOR EXHIBITOR STAND**

|                                                                                                                                                                                                          |                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Contact Person:<br><b>Mr. Niraj Kumar</b><br>Mobile: +91 8800790310<br>Phone: +91 120 2328011-20 Ext. 2064<br>E-mail: <a href="mailto:exhibition@indiaexpocentre.com">exhibition@indiaexpocentre.com</a> | India Exposition Mart Limited<br>Plot No 23-25 & 27-29, Knowledge Park II<br>Greater Noida, Gautam Budh Nagar<br>Uttar Pradesh – 201306. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|

Rate for 12 Hours INR (G4S Security Guard – Rs 1,830/-)
  Rate for 12 Hours INR (SIS Security Guard - Rs 1540)

| Date             | Day Shift<br>No. of<br>Guards<br>(A) | Night Shift<br>No. of Guards<br>(B) | Rate INR<br>Day Shift(C) |     | Rate INR<br>Night Shift(C) |     | Amount<br>C x (A+B) |
|------------------|--------------------------------------|-------------------------------------|--------------------------|-----|----------------------------|-----|---------------------|
|                  |                                      |                                     | G4S                      | SIS | G4S                        | SIS |                     |
| 21/09/2024       |                                      |                                     |                          |     |                            |     |                     |
| 22/09/2024       |                                      |                                     |                          |     |                            |     |                     |
| 23/09/2024       |                                      |                                     |                          |     |                            |     |                     |
| 24/09/2024       |                                      |                                     |                          |     |                            |     |                     |
| 25/09/2024       |                                      |                                     |                          |     | N/A                        | N/A |                     |
| 26/09/2024       |                                      |                                     |                          |     | N/A                        | N/A |                     |
| 27/09/2024       |                                      |                                     |                          |     | N/A                        | N/A |                     |
| 28/09/2024       |                                      |                                     |                          |     | N/A                        | N/A |                     |
| 29/09/2024       |                                      |                                     |                          |     | N/A                        |     |                     |
| <b>Sub Total</b> |                                      |                                     |                          |     |                            |     |                     |
| GST – 18%        |                                      |                                     |                          |     |                            |     |                     |
| <b>Total</b>     |                                      |                                     |                          |     |                            |     |                     |

**Please Note: -**

- Rates mentioned above are on hire basis and applicable as per dates available.
- Orders are valid only when accompanied with full payment before the deadline
- Please make DD or transfer payable to **India Exposition Mart Limited**

| Bank Details               |                                                                                         |
|----------------------------|-----------------------------------------------------------------------------------------|
| Bank Name                  | FEDERAL BANK, Federal Towers, Sector – 22, Noida, G. B. Nagar – 201301, Uttar Pradesh.  |
| Beneficiary Name & Address | M/S. INDIA EXPOSITION MART LTD., Plot No. 25 & 27-29, Knowledge Park 2, Gr. Noida – 08. |
| Account No.                | 13400200026760                                                                          |
| Swift Code                 | FDRLINBBIBD                                                                             |
| IFSC Code                  | FDRL0001340                                                                             |
| PAN No.                    | AAACI8678M                                                                              |
| GST No.                    | 09AAACI8678M1ZR                                                                         |

**Terms and Conditions:**

1. Security services herein are confined to guarding individual booth only.
2. There are two shifts in one day service:
  - Day shift: 8.00 am – 8.00 pm.
  - Night shift: 8.00 pm – 8.00 am.
4. The company reserves the right to refuse any order. **Cancellation** of orders will only be accepted when made in writing to Customer Service Department not later than 7 business days prior to the commencement of tenancy period. Cancellation of order is subject to a charge at half of standard rate.
5. The final request for Security Services must be received latest by 06 September 2024 for onward intimation to service provider.

***Important: - Please retain a copy of this Form for your records.***

# FORM VIII

## UP International Trade Show 2024

**25 – 29 September 2024,  
India Expo Centre & Mart, Greater Noida**

### FORM FOR CLEANING SERVICES FOR EXHIBITOR STAND

|                                                                                                                                                                                                          |                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Contact Person:<br><b>Mr. Niraj Kumar</b><br>Mobile: +91 8800790310<br>Phone: +91 120 2328011-20 Ext. 2064<br>E-mail: <a href="mailto:exhibition@indiaexpocentre.com">exhibition@indiaexpocentre.com</a> | India Exposition Mart Limited<br>Plot No 23-25 & 27-29, Knowledge Park II<br>Greater Noida, Gautam Budh Nagar<br>Uttar Pradesh – 201306. |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|

**Charges for 12 Hours per Housekeeping Boy - Rs. 1250**

**(Note: - This is only manpower cost. Cost of Consumables/Equipment requirement will be extra).**

| Date             | No. of Cleaner (A) | Rate per Cleaner<br>INR (Day)<br>(B) | Rate per Cleaner<br>INR(Night)<br>(B) | Amount<br>INR<br>(A x B) |
|------------------|--------------------|--------------------------------------|---------------------------------------|--------------------------|
| 21/09/2023       |                    |                                      |                                       |                          |
| 22/09/2023       |                    |                                      |                                       |                          |
| 23/09/2023       |                    |                                      |                                       |                          |
| 24/09/2023       |                    |                                      |                                       |                          |
| 25/09/2023       |                    |                                      | N/A                                   |                          |
| 26/09/2023       |                    |                                      | N/A                                   |                          |
| 27/09/2023       |                    |                                      | N/A                                   |                          |
| 28/09/2023       |                    |                                      | N/A                                   |                          |
| 29/09/2023       |                    |                                      | N/A                                   |                          |
| <b>Sub Total</b> |                    |                                      |                                       |                          |
| <b>GST – 18%</b> |                    |                                      |                                       |                          |
| <b>Total</b>     |                    |                                      |                                       |                          |

**Please Note: -**

- Rates mentioned above are on hire basis and applicable as per dates available.
- Orders are valid only when accompanied with full payment before the deadline
- Please make DD or transfer payable to **India Exposition Mart Limited**

| Bank Details               |                                                                                         |
|----------------------------|-----------------------------------------------------------------------------------------|
| Bank Name                  | FEDERAL BANK, Federal Towers, Sector – 22, Noida, G. B. Nagar – 201301, Uttar Pradesh.  |
| Beneficiary Name & Address | M/S. INDIA EXPOSITION MART LTD., Plot No. 25 & 27-29, Knowledge Park 2, Gr. Noida – 08. |
| Account No.                | 13400200026760                                                                          |
| Swift Code                 | FDRLINBBIBD                                                                             |
| IFSC Code                  | FDRL0001340                                                                             |
| PAN No.                    | AAACI8678M                                                                              |
| GST No.                    | 09AAACI8678M1ZR                                                                         |

#### **Terms and Conditions:**

1. The company reserves the right to refuse any order. **Cancellation** of orders will only be accepted when made in writing to Customer Service Department no later than 7 business days prior to the commencement of tenancy period. Cancellation of order is subject to a charge at half of standard rate.
2. Booth Cleaning Service includes floor cleaning with mop, broom, emptying waste paper bins and ashtray, wiping counter & desktop etc. (not exhibit), one daily service either after or before show hours, each booth per one cleaner. Shift timings 8:00 am to 8:00 pm (day shift) 8:00 pm to 8:00 am (night shift)
3. Booth Cleaning Services does not cover removal of oil spillage, paints and other liquids deposited on the floor, walls and other surfaces.
4. The final request for Housekeeping Services must be received by 06 September 2024 for onward intimation to service provider.

**Important: - Please retain a copy of this Form for your records.**

# UP International Trade Show - 2024

## STAND CONSTRUCTION / WINDOW DRESSING AGENCIES (ONLY REFERENCES)

|                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>MR. ANKIT SHARMA<br/>M/S DEEPALI DESIGNS AND EXHIBITS PVT LTD.<br/>GN 6, 1<sup>ST</sup> FLOOR, SHIVAJI ENCLAVE, NEAR SHIVAJI COLLEGE,<br/>RAJOURI GARDEN,<br/>NEW DELHI 110027<br/>Contact Number: 9310385056, 9518135047<br/>Email : ankit.sharma@deepalidesigns.com</p> | <p>M/S. Paras Art Studio<br/>M/S Nimit Soni.<br/>Contact Number: 9873885556<br/>Email : nimit.soni@parasartstudio.com</p>                                                                                                                                                               |
| <p>MR. GAURAV VERMA<br/>M/S MEROFORM (INDIA) PVT LTD.<br/>A 37, SECTOR 80, PHASE 2,<br/>NOIDA 201305 UTTAR PRADESH<br/>Contact Number: 8826941010<br/>Email : gaurav.verma@meroformindia.com</p>                                                                             | <p>MR. VINOD V<br/>M/S PAVILIONS AND INTERIORS INDIA PVT LTD.<br/>A 63, SECTOR 57,<br/>NOIDA 201301 UTTAR PRADESH<br/>Contact Number: 9310159102<br/>Email : vinod.v@pavilionsinteriors.com</p>                                                                                         |
| <p>MR. MANOJ GAUTAM<br/>M/S AXIS COMMUNICATION.<br/>A28, GROUND FLOOR (MAIN ROAD) NEAR CANARA BANK,<br/>NHAUZ KHAS, NEW DELHI 110016<br/>Contact Number: 9811388192<br/>Email : axis.communications@gmail.com</p>                                                            | <p>MR. RAKESH HASIJA / MR. DINESH RASWANT<br/>M/S. GRACE INDIA EXHIBITIONS &amp; INTERIORS<br/>SHOP NO. 2, 1/17, LALITA PARK,<br/>LAXMI NAGAR, DELHI – 92.<br/>Contact Number: 09811081389, 09811061915, 65781909<br/>Email: graceindia1@yahoo.co.in</p>                                |
| <p>MR. JATIN G. MEHTA<br/>M/S KUNJ EVENTS PVT. LTD.<br/>B3-B/ 45-A, GREEN VALLEY APARTMENTS,<br/>JANAK PURI, NEW DELHI 110058<br/>Contact Number: 9811076358, 9811571037<br/>Email : jatinmehta@kunjevents.com, kunjinc@gmail.com</p>                                        | <p>MS. HARSHA MURARKA / MS. KAJAL JAIN<br/>M/S. STUDIO MESO<br/>COCOWEAVE 2ND FLOOR, 11, HARGOBIND ENCLAVE,<br/>NEAR KARKARDUMA, METRO STATION, NEW DELHI- 110092<br/>Contact Number : 9953132291, 9354302628, 9891503409<br/>EMAIL: harsha@studiomeso.co.in , hey@studiomeso.co.in</p> |
| <p>MR. MAYANK KAPOOR<br/>M/S. KAPCO EVENTS AND EXHIBITIONS PVT LTD<br/>B25 LAJPAT NAGAR II NEW DELHI 110024<br/>Contact Number: 9818055002<br/>Email: kapcoarts@gmail.com</p>                                                                                                | <p>MR. HARISH YADAV<br/>M/S. KNOWTEQ DESIGNS<br/>59-B EKTA ENCLAVE, NR. PEERA GARHI METRO STATION, NEW<br/>DELHI<br/>Contact Number : 09354423499, 09354152961<br/>Email: hari_knowteqdesign@yahoo.com<br/>info@knowteqdesign.com</p>                                                   |
| <p>MS. SMRITI SINGLA<br/>M/S. DOUBLE 8 EVENT &amp; ADVERTISING PVT. LTD.<br/>4834/24 KIRAN MANSION, ANSARI ROAD, NEW DELHI –<br/>110002<br/>Contact Number : 011-23247276, 09899787433<br/>Email: delhi@double8events.com<br/>Web - www.double8events.com</p>                | <p>MR. RAJ MALHOTRA<br/>M/S. VAASTUKRITI<br/>A2/34/6 SAHIBABAD IND. AREA<br/>SITE IV DIST. GHAZIABAD.<br/>Contact Number: 09810258851, 09312233457<br/>Email: vaastukriti@gmail.com</p>                                                                                                 |
| <p>MR. AMAN AGGARWAL<br/>M/S ISHU ARTS<br/>1/3911, GALI NO. 2, LONI ROAD TIMBER MARKET<br/>SHAHDARA, DELHI – 110032.<br/>Contact Number : 9899975076, 9810120622<br/>Email: ishUARTS1@gmail.com Web: www.ishUARTS.com</p>                                                    | <p>MR. PREET AUGUSTJA<br/>M/S DESIGNER DECORE<br/>E-67 ALPHA 1, GREATER NOIDA, GAUTAM BUDH NAGAR-201310,<br/>UTTAR PRADESH<br/>Contact Number: 9871316714, 9818968078<br/>Email: designersdecoure@gmail.com Web : www.designerdecoure.in</p>                                            |
| <p>MR. VIVEK GUPTA<br/>M/S PROMOACTIVE PRIVATE LIMITED<br/>WZ-3374C, FIRST FLOOR, MAHENDRA PARK BUS STAND<br/>RANI BAGH, DELHI – 110034.<br/>Contact Number : 9555896455<br/>Email: info@promoactive.in<br/>Web: www.promoactive.in</p>                                      | <p>M/s. Trillium Events<br/>Mr. Amit Pasari<br/>Contact Number -953007923<br/>Email: amit@trillium-events.com</p> <hr/> <p>M/s Radiate Designs<br/>Mr. Deepak Mani<br/>Mob No – 9212140069 / 9891500069<br/>Mail Id - fahim.radiate@gmail.com</p>                                       |
| <p>MR. BALBIR SINGH<br/>M/S STUDIO B DESIGN PVT. LTD.<br/>196- E, SAVITRI NAGAR MAIN ROAD, SAVITRI NAGAR<br/>NEW DELHI- 110017<br/>Contact Number – 9811112578 Email- mail@studiobindia.com<br/>Web: www.studiobspaces.com, www.studiobindia.com</p>                         | <p>M/S. India Exhibition<br/>Mr. Vipin Mittal<br/>Contact Number : 9810609045<br/>Email : services.exhibit@gmail.com</p>                                                                                                                                                                |
| <p>MR. JITENDER AHUJA<br/>M/S SILVERLINE<br/>FA-125, MANSAROVAR GARDEN, NEW DELHI-110015<br/>Contact Number: 9811146691<br/>Email: silverlineahuja@gmail.com,<br/>silverlineahuja@rediffmail.com</p>                                                                         | <p>M/S STRIDES DESIGN STUDIO PVT. LTD.<br/>Mr. Aman Awal<br/>MOB. 7428949090<br/>EMAIL: info@stridesdezinstudio.com</p>                                                                                                                                                                 |
| <p>MR. NIRAJ KUMAR<br/>Contact Number: 7387565222<br/>Email: niraj4exhibitions@gmail.com</p>                                                                                                                                                                                 | <p>Mr. PRASHANT JADHAV, CEO – M/s. ACCORD EXHIBIT<br/>(whats app: +91 9619735550 ) Cell : 9619735550 / 7977908853<br/>Email sales@accordexhibit.com Web. http://accordexhibit.com</p>                                                                                                   |

PLEASE NOTE, THE ORGANIZER DOES NOT TAKE ANY RESPONSIBILITY AS TO THE JOB CREDIBILITY OF THE AGENCIES LISTED ABOVE. EXHIBITORS ARE REQUESTED TO NEGOTIATE COST & SERVICES AT THEIR OWN LEVEL.

## UP International Trade Show - 2024

FOR ADDITIONAL DISPLAY AIDS  
YOU CAN CONTACT THE FOLLOWING AGENCIES (ONLY REFERENCES)

### LIST OF AGENCIES SUPPLYING DISPLAY AIDS

|                                                                                                                                                                                                                                                                     |                                                                                                                                                      |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>MR. JITENDRA AHUJA</b><br/>M/S. SILVER LINE<br/>TEL: 011-28362285, 09811146691<br/>silverlineahuja@rediffmail.com<br/>silverlineahuja@gmail.com</p>                                                                                                           | <p><b>MR. MAYANK KAPOOR</b><br/>M/S. KINGSMEN FAIRTECH INTERNATIONAL PVT. LTD.<br/>TEL: 09818055002, 09818055003<br/>mayank@kingsmenfairtech.com</p> |
| <p><b>MR. RAKESH HASIJA / MR. DINESH RASWANT</b><br/>M/S. GRACE INDIA EXHIBITIONS &amp; INTERIORS<br/>SHOP NO. 2, 1/17, LALITA PARK,<br/>LAXMI NAGAR, DELHI – 92.<br/>Contact Number: 09811081389, 09811061915,<br/>65781909<br/>Email: graceindia1@yahoo.co.in</p> | <p><b>MS. PRIYANKA VERMA</b><br/>M/S. MILTON EXHIBITS<br/>TEL. 08130693013, 011-41454661<br/>Priyanka.r@milton-in.com</p>                            |
| <p><b>MR. RAJIV SARDANA</b><br/>M/S. SARDANA'S ART CENTRE PVT. LTD.<br/>TEL: 09310007970,09811087917<br/>011-25991597, 81340766<br/>rajiv@sardanaartcentre.com</p>                                                                                                  | <p><b>MR. PRAMOD KUMAR</b><br/>M/S. P. K. FURNITURE &amp; EXHIBITION<br/>TEL. 09910038818, 09910078818<br/>Pramod.furniture@gmail.com</p>            |
| <p><b>MR. H. S. CHATURVEDI</b><br/>M/S. BHUMICA INTERIOR DECORATORS<br/>TEL. 09312705390, 09868013261<br/>bhumicainteriordecorators@gmail.com</p>                                                                                                                   | <p><b>MR. NASIR ALI</b><br/>M/S. KHAN DCORATORS<br/>TEL. 09810489084, 09958758480<br/>N4nasirali42@gmail.com</p>                                     |

N. B. THE ABOVE-MENTIONED AGENCIES HAVE SHOWN INTEREST IN PROVIDING THEIR SERVICES TO THE EXHIBITORS OF THE TRADE SHOW.

### IMPORTANT

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## UP International Trade Show 2024

### FOR GIRL GUIDES/ HOSTESSES INTERPRETERS

#### YOU CAN CONTACT THE FOLLOWING AGENCIES (ONLY REFERENCES)

---

#### GIRL GUIDES & HOSTESSES

1. MRS. SNEH PRABHA  
1 – B, SECTOR 28  
NOIDA – 201 303.  
TEL: 0120-2455934  
MOBILE: 09810948658
2. MR. SHIRISH BENJWAL  
M/S. MASS MANAGEMENT  
SERVICES PVT. LTD.  
320, 3RD FL. ANSAL CHAMBER II  
BHIKAJI CAMA PLACE  
NEW DELHI – 110066.  
TEL: 011-26106111, 26185946, 26181044  
MOBILE: 09818441822/09212510405  
FAX: 011-26184899  
shirishbenjwal2112@gmail.com
3. MS. RIDDHI JAIN  
M/S. REASSURE EVENTS & EXHIBITION  
14/B, 2<sup>ND</sup> FLOOR, STREET NO. 7  
MAYUR VIHAR, PHASE I  
NEW DELHI.  
TEL: 09899143586  
riddhijain66@yahoo.co.in
4. MR. ASHOK SAINI  
M/S. UGS FACILITY MANAGEMENT  
144G, HARI NAGAR, ASHRAM  
NEW DELHI.  
TEL: 09811477397  
support@ugsfacility.com
5. MRS. POOJA KOHLI MEHROTRA  
M/S. STAR EVENTS  
A-35, SEC 1, BAWANA INDUSTRIAL AREA  
FIRST FLOOR, DELHI 110039.  
TEL : 9205215077, 9289694484  
kohlipooja93@yahoo.co.in

#### INTERPRETERS

1. MR. VIVEK RAJ  
M/S. LANGUAGE AIDE  
91-A, 2<sup>ND</sup> FLOOR, PRATEEK MKT.  
MUNIRKA, NEW DELHI – 110 067.  
TEL : 011-26103904, 45542470  
MOBILE: 09811480781/09811280781  
vivek.raj@languageaide.com
2. M/S. MASS MANAGEMENT  
SERVICES PVT. LTD.  
320, 3RD FL. ANSAL CHAMBER II  
BHIKAJI CAMA PLACE  
NEW DELHI – 110066.  
TEL: 011-26106111, 26185946, 26181044  
MOBILE: 09818441822/09212510405  
FAX: 011-26184899  
shirishbenjwal2112@gmail.com
3. MR. RAVI RANJAN  
M/S. TRANSVERSE LANGUAGE SOLUTIONS  
3<sup>RD</sup> FLOOR, SAIRA TOWER, GULMOHAR  
COMMERCIAL COMPLEX, GREEN PARK  
NEW DELHI – 110 069.  
TEL : 011-65099888  
MOBILE: 09999108727  
contact@transversesolutions.com

N. B. THE ABOVE MENTIONED AGENCIES HAVE SHOWN INTEREST IN PROVIDING THEIR SERVICES TO THE EXHIBITORS OF THE TRADE SHOW.

#### IMPORTANT

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AN EVENT BY:

**INDIA EXPOSITION MART LIMITED**

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info@upinternationaltradeshows.com, +91-93199 93259

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